



Indiana Department of Education
End-of-Course Assessments

To: School Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: November 20, 2008

Re: STC Confirmation for Indiana End-of-Course Assessment Online Testing System – A1 and A2 Administration

Welcome to the Indiana End-of-Course Assessment iTester™ Online Testing Program hosted by Questar Assessment, Inc. Your Corporation Test Coordinator has designated you as the School Test Coordinator. As the School Test Coordinator, you will play an integral part in the success of this system by coordinating testing activities at the school level.

Below is the Testing Calendar for 2008-2009:

Administration Window	Online Registration Deadline	Delivery Method: Content Area
Administration 1 (A1)		
December 8 –19, 2008 & January 5 – 16, 2009	December 5, 2008	Online: Algebra I, Biology I and English 11
Administration 2 (A2)		
February 9 – 27, 2009	February 6, 2009	Online: Algebra I, Biology I and English 11
Administration 3 (A3)		
May 4 – June 3, 2009	Online: May 1, 2009 Paper-and-pencil: February 27, 2009	Online: Algebra I, Biology I, and English 11 Paper-and-pencil: Algebra I, Biology I and English 11

Responsibilities of the School Test Coordinator for the A1 and A2 Administration:

- Read and become familiar with School Test Coordinator's section of the CTC/STC iTester™ User Manual.
- Participate in a Web training session.
- Ensure that the Test Scout Program has been administered.
- Ensure the iTester™ Student Testing Application has been downloaded and installed on all workstations before testing begins.
- Verify that all teachers that will be testing have been set up on the site. **Note: Teachers included in the Barcode Data Collection File will already be set up for you.**
- Enter email addresses for all teachers. **Note: After entering the email address for each teacher, an auto-generated email will be sent to the teacher with the iTester™ Admin site URL and the teacher's unique username and password information.**
- Monitor the test administration.
- Serve as a liaison between Classroom Teachers and the Corporation Test Coordinator.
- Respond to questions from Classroom Teachers regarding the test administration.
- View School Summary, Class Roster and Individual Student reports through the iTester™ Admin interface.
- Indicate when your school has completed testing.

Information on how to perform the above tasks will be covered during the Interactive Web Training sessions, or you can access the CTC/STC iTester™ Manual from the **Help** menu in iTester™ Admin for step-by-step instructions.

Interactive Web Training Sessions

Interactive web training sessions are scheduled to familiarize Corporation Test Coordinators, School Test Coordinators, and Teachers and/or Examiners with the online and paper-and-pencil testing process. These training sessions are scheduled prior to Administration 1 for A1 **and** A2, and prior to the A3 Administration for A3 only.

Note: A3 Web Training dates will be forthcoming.

Web Training Calendar for the 2008-2009 administrations of A1 and A2:

Training Session	Date	Time EST	Focus for Training
#1	Thursday, November 20, 2008	8:30 – 9:45 AM	CTC (only)
#2	Tuesday, November 25, 2008	3:00 – 4:15 PM	CTC/STC (combined)
#3	Tuesday, December 2, 2008	3:00 – 4:15 PM	Teacher and/or Examiner

Web Training Registration

To register yourself and your staff for a Web Training Session, please send the following information for each participant via **e-mail** to ECASupport@Questarai.com, or call Questar ECA Customer Support at 877-424-0322. **Note: If multiple people will be joining in on the same training under one login, indicate which person will be the lead contact and should be responsible for receiving the registration information.**

1. Date of Session
2. Participant's name
3. School name
4. E-mail address
5. Telephone number

Specific details on the web training site and login information will be sent several days prior to the web training.

Logging in to iTester™ Admin

To access the iTester™ admin, please make sure that your system meets these requirements:

- **Operating System (OS):** Windows OS 98 or above, or Macintosh OS X 10.4 or above.
- **Browser:** Internet Explorer 6.0 or greater, Netscape 6.0 or greater, Mozilla 1.70 or greater, or Apple Safari 1.2 or greater.
- Standard Internet connection.

Below is the NEW Web address, username, and password you will need to access the Indiana End-of-Course Assessment iTester™ Admin site for this administration.

- Web Address: <http://ineca.questarai.com/Admin>
- Username: {computer generated username}
- Password: {computer generated password}

If the link above is not active, follow these directions to access the iTester™ admin:

1. Open your Internet browser;
2. Click once in the **Address** field of the browser window.
3. Type the **NEW** Web address: <http://ineca.questarai.com/Admin>
4. Press **Enter** on your keyboard to advance to the administrator log in page.
5. Type your username in the **Username** field.
6. Type your password in the **Password** field.
7. Click once on **Login**.
8. You will be prompted to change your password the first time you log in.

Help

If you would like to obtain step-by-step information explaining how to use the site before or after the Web Training, information can be obtained from the online **Help** menu. Four different help options are available:

- CTC/STC iTester™ User Manual (PDF format)
- Teacher/Test Examiner User Manual (PDF format)
- Testing FAQ (PDF Format)
- E-mail Support

Additional Information

Indiana End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk

Phone (317) 232-9050

Email: ECA@doe.in.gov

Indiana ECA Computer-Based or Paper-and-pencil Testing Related Questions:

Questar ECA Customer Support

Phone: 877-424-0322

Email: ECASupport@questarai.com

Core 40 End-of-Course Assessment Web site:

www.doe.in.gov/core40eca

Note: For future reference, this memorandum will be posted at <http://doe.in.gov/core40eca/welcome.html>